



Solicitation Information

June 2, 2016

RFP# 7550674

**TITLE: Rhode Island 21st Century Community Learning Centers Quality Assurance
and Professional Development**

Submission Deadline: July 1, 2016 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, June 13, 2016 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURET REQUIRED: No

BOND REQUIRED: No

**GAIL WALSH
CHIEF BUYER**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Proposals (RFP)

Rhode Island 21st Century Community Learning Centers Quality Assurance and Professional Development

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to provide quality improvement and professional development services for the Rhode Island (RI) 21st Century Community Learning Center (21st CCLC) grant, in accordance with the terms of this solicitation. The RI 21st CCLC grant provides high quality, academically-oriented afterschool and summer enrichment programs for students from high poverty, low-performing schools. Potential offerors should propose to administer the statewide quality improvement system and provide professional development to subgrantees, for one year, with options for extending the project for up to two additional years, if mutually agreed and if funding permits.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. PROPOSALS EMAILED OR FAXED TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED. The "Official" time clock is in the reception area of the Division of Purchases.

It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, so long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly indicated in the offeror's proposal and the subcontractor(s) to be used are identified in the proposal.

All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8670 or Dorinda.keene@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state

licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@doa.ri.gov.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

BACKGROUND/OVERVIEW

INTRODUCTION

The Rhode Island Department of Education (RIDE) manages the Rhode Island (RI) 21st Century Community Learning Centers (21st CCLC) initiative, through a United States Department of Education (USDOE) grant. This grant provides high quality, academically-oriented afterschool and summer enrichment programs for students from high poverty, low-performing schools.

Subgrants are provided to eligible schools and community- or faith-based organizations on a competitive basis to develop and implement high-quality, academically-focused afterschool and summer programs. Currently, the RI 21st CCLC initiative provides funding to 23 subgrantees, which serve over 12,000 students from 53 elementary, middle and high schools throughout the state.

EXISTING QUALITY ASSURANCE SYSTEM

All Rhode Island 21st CCLC subgrantees are expected to align their programming with the [*Rhode Island After School Program Quality Standards and Indicators*](#). In addition, they are expected to participate in the Rhode Island Program Quality Assessment (RIPQA), a continuous quality improvement process. RIPQA includes nationally validated assessment tools, observations, action planning, and technical assistance. Specifically, every other year for up to 6 years per grant and every 3 years thereafter each subgrantee undergoes the full process, which includes:

- Observations of at least 3 – preferably 4 – activities using the Youth or School-Age versions of [Form A](#) from the David P. Weikart Center for Youth Program Quality (CYPQ);
- An organizational assessment using the Rhode Island Program Quality Assessment version of [Form B](#);
- On-site review of the subgrantee's [Quality Assurance Evidence Binder](#), which provides documentation of meeting programmatic, fiscal and legal requirements, as well as of program quality; and
- Development of a proposed action plan to address identified recommendations.

Links noted above may be accessed at:

<http://www.ride.ri.gov/StudentsFamilies/EducationPrograms/After-School21stCenturyCLCs>

Form A may be accessed at www.cypq.org/downloadpqa

In addition, in “off years,” subgrantees are provided up to five hours of technical assistance and support, generally focusing on implementation of the above action plan.

All of the above activities are provided by a contracted Quality Advisor, who is assigned to each grantee. Quality Advisors are trained to administer the PQA and have expertise in youth development, out-of-school time programming, quality improvement, organizational development, community/school partnerships, and other related areas.

The offeror must propose to administer all aspects of the RIPQA system, in partnership with 21st CCLC staff at RIDE. To maintain consistency and build upon institutional knowledge, the offeror is very strongly encouraged to subcontract with existing Quality Advisors.

PROFESSIONAL DEVELOPMENT

In addition, all RI 21st CCLC subgrantees are expected to participate in a variety of ongoing professional development activities. To help support this, the offeror must propose to provide the following:

- Youth Work Methods workshops that are aligned with RIPQA;
- An Introduction to RIPQA workshop; and
- Facilitation of 3 separate Professional Learning Communities with subgroups of grantees, which meet for 1½ hours six times per year.

ADDITIONAL SUPPORT

Finally, the offeror must propose additional supports to RIDE to help support the above quality assurance and professional development efforts. This should include:

- Meetings to be staffed and facilitated by the offeror with all Quality Advisors, RIDE 21st CCLC staff, and other partners such as the Providence After School Alliance, for the purposes of sharing information, ensuring consistency and quality of practices, and addressing emerging needs;
- A summer mini-retreat to be staffed and facilitated by the offeror with Quality Advisors, RIDE 21st CCLC staff, and other partners to review and revise the RIPQA Form B;
- Quarterly meetings between individual Quality Advisors and RIDE 21st CCLC staff to review and address emerging needs of subgrantees; and
- An annual report summarizing findings and providing recommendations for program quality improvement.

BUDGET NARRATIVE

A budget narrative must be included with the *Technical Proposal*. The budget narrative must follow the categories of the *Cost Proposal* and clearly outline all costs of each phase of the project. It should specify staffing levels and rates, and provide details on any subcontracted costs or other purchased services.

SCOPE OF WORK

TASKS

1. Subcontract with highly trained, expert Quality Advisor consultants to implement the Rhode Island Program Quality Assessment process.
2. Maintain active accounts in the CYPQ portal for all 21st CCLC program sites (currently 37 accounts).
3. Staff and facilitate planning and update meetings with Quality Advisors and RIDE staff.
4. Schedule RIPQA cohorts for observation, monitoring, and technical assistance, according to the [projected multi-year schedule](#).

5. Implement the observation protocol (Form A) with the active cohort of subgrantees, and enter results into the CYPQ portal.
6. Implement the organizational assessment (Form B) with the active cohort of subgrantees.
7. Review and provide feedback on subgrantees *Quality Assurance Evidence Binder*.
8. Complete reports summarizing findings and providing recommendations for program quality improvement for each subgrantee in the active cohort.
9. Monitor progress toward implementation of the action plans.
10. Monitor compliance of 21st CCLCs with federal and state guidelines.
11. Provide technical assistance to grantees not undergoing the full RIPQA process in the current year.
12. Provide professional development opportunities open to all 21st CCLC subgrantees, including facilitation of three professional learning communities at subgrantee network meetings.
13. Staff and facilitate 6 group Quality Advisor meetings and provide for quarterly individual meetings between Quality Advisors and RIDE staff.
14. Develop a summary of professional development activities.
15. Develop an in-depth report that analyzes RIPQA information about RI's 21st CCLCs that provides an overview of the statewide process and summarizes RIPQA activities and action plans for each observed site.

PROJECT SCHEDULE

The Technical Proposal must outline a complete one-year plan and schedule of tasks and deliverables. It should also briefly outline plans for optional second and third years.

DELIVERABLES

1. Thirty-seven (37) CYPQ Portal accounts maintained as active;
2. At least three (3), preferably four (4), Form A observations at each active site, according to the state projected multi-year RIPQA schedule, with data entered into the CYPQ portal and Form A reports posted to a central on-line location (e.g. Google Drive);
3. Form B organizational assessments of each active site, posted to a central on-line location (e.g. Google Drive);
4. *Quality Assurance Evidence Binder* reviews of each active site;
5. Proposed action plans to address identified recommendations for each active site;
6. Up to five (5) hours of Technical Assistance provided to each site not currently active, per the state projected multi-year RIPQA schedule, as requested by the site;
7. Eight (8) 4-hour Youth Work Methods workshops that are aligned with RIPQA;
8. One (1) 4-hour Introduction to RIPQA workshop;
9. Three (3) co-occurring 1½-hour Professional Learning Communities, offered six (6) times per year;
10. Six (6) meetings between offeror staff, all Quality Advisors, RIDE 21st CCLC staff, and other partners as appropriate, for sharing information and addressing emerging needs;
11. Quarterly individual meetings between each of three (3) Quality Advisors and RIDE 21st CCLC staff (i.e. twelve (12) total).

12. One (1) 4-hour mini-retreat with offeror staff, all Quality Advisors, RIDE 21st CCLC staff, and other partners as appropriate to review and revise the RIPQA Form B;
13. An annual report summarizing professional development offerings, summarizing findings from the RIPQA processes, and providing recommendations for program quality improvement.

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Bidders are expected to demonstrate:

- Comprehensive working knowledge of youth program quality assessment, in general, and of the Rhode Island Program Quality Assessment specifically, including processes, tools, and support systems;
- Deep understanding of out-of-school time programming;
- Thorough knowledge of the 21st Century Community Learning Center grant;
- Collaborative relationships with Rhode Island's 21st CCLC subgrantees and their programs;
- Ability to provide professional development offerings to 21st CCLC subgrantees, in a coordinated fashion with other statewide offerings;
- Experience implementing program quality assessment and improvement efforts with out-of-school time programs;
- Experience providing professional development offerings focusing on youth development and program quality; and
- A visible, local presence to manage and coordinate RIPQA and professional development efforts.

In addition,

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project and *curricula vitae* outlining individuals' education and prior experience.
- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

TERMS OF THE CONTRACT

The contract will begin **upon issuance of the state purchase order (projected summer 2016)** and end **June 30, 2017**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **four additional years** with additional funding, if available and if the level of work is expanded by mutual written consent. Additional years' funding, if available, is likely to be at a reduced amount compared to year one. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at the address on the cover sheet of this solicitation and no later than the date & time listed. **Send your questions in Microsoft Word format.** Please reference the RFP# on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the help desk at (401) 222-3766 or Lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) must include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A **separate sealed** Cost Proposal as described below.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement. The Technical Proposal must include a Budget Narrative.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

Deliver to: Department of Administration
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

TECHNICAL PROPOSAL/REQUIRED ELEMENTS

1. Contractor Understanding of the Issues	10 points
2. Work Plan (including Budget Narrative)	30 points
3. Capacity of the Agency Effectively to Administer the Project	20 points
4. Quality of Key Personnel (including <i>Curriculum vitae</i>)	10 points
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Total Technical Proposal	70 points (Out of 100 total. See Cost Proposal below.)

The technical proposal must be 5-10 pages in length and respond to each area of the required elements listed above, in addition to a separate cost proposal (see below). Supplemental information may be appended to the technical proposal.

The work plan must include a schedule of tasks, activities and deliverables, in accordance with the Scope of Work outlined above. It must also include a detailed budget narrative that outlines how project goals will be reached.

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

To advance to the cost evaluation phase, the technical proposal must receive a minimum of 40 out of a maximum of 70 technical points. Any technical proposals scoring less than 40 points will not have the cost proposals opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 40 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission.

A notice of bid protest pursuant to R.I. General Law 37-2-52 must be filed with the chief purchasing officer by the protestor in accordance with the guidelines provided in Section 1.6 of the State of Rhode Island Procurement Regulations, which can be accessed at the following link:

<http://www.purchasing.ri.gov/RVIP/publicdocuments/RULES2011/SEC1.pdf>

The contract agreement resulting from this award will include all provisions outlined in Title 2 of the Code of Federal Regulations, Chapter 2, Appendix II to Part 200. These provisions can be accessed at the following link: www.ecfr.gov

COST PROPOSAL/TERMS OF PAYMENT

5. Cost Proposal

30 points

**(Out of 100 total. See
Tech. Proposal above.)**

The offeror must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. ***The total one-year cost of the contract is not to exceed \$70,000.*** Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

FY 2017 July 1, 2016 through June 30, 2017

Please note that reimbursement for travel within the continental United States will be limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

APPENDIX A

BUDGET

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>
	Year 1 FY17
1. Employee Salary and Benefits	0
2. Purchased Services	0
3. Supplies and Materials	0
4. Travel	0
5. Printing	0
6. Office Expense	0
7. Other: <i>(describe)</i>	0
8. Other: <i>(describe)</i>	0
Subtotal	0
Indirect Cost *	0
TOTAL	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

**** Attach a copy of the approved indirect cost documentation***

BUDGET DETAIL SHEET *

FISCAL YEAR 2017

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
TOTAL REQUEST				

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TOTAL REQUEST				\$

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL \$
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: <i>(describe)</i>		
Indirect Cost		
TOTAL REQUEST		\$

* Please include a detail budget sheet for each state fiscal year (July 1–June 30)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

*** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.